

1 April 1998

**Administration**  
**COURIER SERVICE BETWEEN HQ TRADOC AND HQ DA**

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**Summary.** This memorandum prescribes policies and procedures for the use of courier service between HQ TRADOC and HQDA.

**Applicability.** This memorandum applies to the HQ TRADOC staff and supported activities located at Fort Monroe.

**Suggested improvements.** The proponent of this memorandum is the Directorate of Information Management (DOIM). Send

comments and suggested improvements on DA Form 2028 (Recommended Changes to Publications and Blank Forms) through channels to Commander, Fort Monroe, ATTN: ATZG-BO-PC, Fort Monroe, VA 23651-1047. Suggested improvements may also be submitted using DA Form 1045 (Army Ideas for Excellence Program (AIEP) Proposal).

**Availability.** This publication is also available on the TRADOC Homepage at <http://www-tradoc.army.mil>

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**1-1. Purpose.** This memorandum establishes policies, procedures, and responsibilities for transporting time sensitive material to and from HQ TRADOC and the National Capital Region (NCR).

**1-1. References.**

a. Related publications are--

- (1) AR 25-51 (Official Mail and Distribution Management).
- (2) AR 25-400-2 (The Modern Army Recordkeeping System (MARKS)).
- (3) TRADOC Memo 10-3 (FORSCOM/TRADOC Liaison Office, HQDA).

(4) TRADOC Reg 95-5 (Administrative Aviation Support).

b. Referenced forms are--

- (1) DA Form 3964 (Classified Document Accountability Record).
- (2) DOIM Form 73 (Courier Pouch Control Log).
- (3) HQ TRADOC Label 1001 (Pouch Mailing Label).

**3-1. Explanation of abbreviations.**

Abbreviations used in this memorandum are explained in the glossary.

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**\*This memorandum supersedes TRADOC Memo 1-2, 24 Jun 96.**

#### **4-1. Responsibilities.**

a. Protocol Office will--

(1) Based upon grade, designate one of the passengers making a round trip on the TRADOC shuttle as courier and another as alternate courier.

(2) Brief the courier and alternate courier on their responsibilities for handling the pouch in accordance with (IAW) paragraph 4b, below.

b. Designated courier (or alternate) will --

(1) Pick up the courier pouch from Base Operations, Bldg 754, 190 East Flight Line Road, Langley Air Force Base (LAFB), and deliver it to the TRADOC Liaison Office (LO), Pentagon, room 2b725, Washington, D.C.

(2) Prior to returning to Davison Army Airfield, report to the TRADOC LO and pick up the courier pouch and any material for the Commanding General (CG). The courier will receipt for any Secret material using DA Form 3964 (Classified Document Accountability Record).

(3) Deliver the pouch to the DOIM Classified Mailroom, building 183, during duty hours (0700-1645), or the Emergency Operations Center (EOC), building 133, room 215, during nonduty hours. Deliver all material for the CG to building 37, during both duty and nonduty hours unless otherwise instructed by the TRADOC LO. If no one is available in building 37, deliver CG's material to the EOC. UNDER NO CIRCUMSTANCES WILL THE COURIER ENTRUST THE POUCH TO ANOTHER PERSON FOR DELIVERY, MAKE ANY UNOFFICIAL STOPS EN ROUTE FROM LAFB TO FORT MONROE, OR TAKE THE POUCH HOME FOR DELIVERY THE NEXT DAY. In the event of an emergency, the courier must contact the EOC (727-2256). If the pouch contains SECRET material, the courier will obtain signature on DA Form 3964 from personnel in the EOC or DOIM Classified Mailroom. Courier will retain one copy of DA Form 3964 IAW AR 25-400-2.

c. DOIM Classified Mailroom will--

(1) Enclose copy of courier duties inside pouch for review en route to Pentagon.

(2) Receive, log, and place in the pouch, all unclassified time sensitive items destined for the NCR. DOIM Form 73 (Courier Pouch Control Log) will be used for this purpose (fig 4-1).

(3) Ensure outgoing pouch items are addressed IAW paragraph 7, below.

(4) Deliver the outgoing pouch to Base Operations, LAFB.

(5) Hold the pouch for the next shuttle flight when notified by Protocol Office that the scheduled flight is canceled.

(6) Pick up the courier pouch from the EOC by 0800 daily when it is not received by the close of business the previous duty day.

(7) Using DOIM Form 73, receive and log in pouch material sent from the National Capital Region (NCR). Place pouch material in staff activity's distribution box for pick up by their designated mail clerk. With proper identification, pouch material may be released directly to addressee, upon request.

(8) Arrange for immediate pick up of any items for the CG.

(9) Within two (2) working days, return signed DA Forms 3964 to the TRADOC LO via the courier pouch. Retain one copy of DA Form 3964 IAW AR 25-400-2.

d. EOC will--

(1) Receive the pouch from the courier during nonduty hours, sign DA Forms 3964, and provide one copy to the courier.

(2) Unlock the pouch and notify the CG's Office of classified material requiring delivery during nonduty hours.

Date: \_\_\_\_\_ Incoming: \_\_\_\_\_ Outgoing: \_\_\_\_\_

**DOIM Form 73 (1 May 96)**  
**(Edition of 15 Nov 93 is useable until stocks are exhausted)**

**Figure 4-1. Sample DOIM Form 73 (Courier Pouch Control Log)**

(4) Release the pouch to the DOIM Classified Mailroom personnel the next duty day when received after nonduty hours.

e. The TRADOC LO will--

(1) Receive, log, and place in the pouch, all classified time sensitive items destined for Fort Monroe. DOIM Form 73 (Courier Pouch Control Log) will be used for this purpose (fig 4-1).

(2) Ensure pouch items are addressed IAW paragraph 5 below.

(3) Prepare DA Form 3964 for SECRET material and ensure the courier signs the form.

(4) Receive the pouch from the courier arriving from HQ TRADOC, log in all items, and call the addressee to arrange for pick up from the TRADOC LO. The TRADOC LO will not deliver pouch material to addressees.

(5) Place pouch materials in regular Pentagon distribution if not picked up by 1130 the next duty day.

(6) Designate a second courier using the same criteria as in paragraph 4a(1) above when the original courier has canceled his or her return flight LAFB. If no one on the return flight meets this criteria, contact the Protocol Office for instructions. TRADOC LO will brief the courier on duties and responsibilities as outlined in this memorandum and provide special instructions, as required.

f. HQ TRADOC and Fort Monroe personnel will--

(1) Ensure unclassified time sensitive materials are addressed IAW paragraph 5 below and delivered to the DOIM Classified Mailroom, building 183, NLT 1500 daily.

(2) Discourage HQDA counterparts from using the pouch unless materials are required the next duty day.

(3) Instruct HQDA staff offices sending pouch material to TRADOC to inform the TRADOC LO they wish to use the courier pouch, not the command pouch, which is sent by the United States Postal Service (USPS).

(4) When requested, pick up their pouch material from the DOIM Classified Mailroom, building 183, during duty hours (0700-1645) or the EOC during nonduty hours.

g. Base Operations, LAFB, will--

(1) Contact the EOC (727-2256), DOIM Classified Mailroom (727-2121/2044), or Protocol Office (727-3187/2517) if the scheduled flight is canceled.

(2) Ensure the pouch is available for the designated courier prior to departure from LAFB.

## **5-1. Policies.**

a. Due to space constraints on the shuttle flight, only material requiring next day delivery materials WILL NOT be sent to NCR via courier pouch.

b. Because of lack of classified storage facilities at Base Operations, LAFB, classified materials WILL NOT be sent to NCR via courier pouch.

c. Classified material up to SECRET may be dispatched from the TRADOC LO to HQ TRADOC.

## **6-1. Procedures.**

a. HQ TRADOC Label 1001 (Pouch Mailing Label) (fig 6-1) will be used to transmit courier pouch items to and from the TRADOC LO. Label must be completed in full prior to dispatch.

b. HQ TRADOC Label 1001 is available from the DOIM Publications Stockroom, building 183.

## **Glossary**

CG	Commanding General
DA	Department of the Army
DAAF	Davison Army Air Field
DOIM	Directorate of Information Management
EOC	Emergency Operations Center
FORSCOM	United States Army Forces Command
HQ	headquarters
HQDA	Headquarters, Department of the Army
IAW	in accordance with
LAFB	Langley Air Force Base

<b>HQ TRADOC LABEL 1001, Sep 80</b> Replaces ATAG Label 1004, Mar 79, which is obsolete	<b>FROM: HQ TRADOC (</b> _____ <b>ATDO-J</b> _____ <b>)</b> (Office Symbol)
	_____ (Action Officer) (Extension)
	<b>TO: VIA POUCH</b> <b>THRU: TRADOC Liaison Office</b> <b>Pentagon</b>
	<b>FOR:</b> _____ (Office)
	_____ (Attention Line)
	_____ (Addressee's Name)
	_____ (Addressee's Telephone Number)

**Figure 6-1. Sample HQ TRADOC Label 1001 (Pouch Mail)**

LO	Liaison Office
MARKS	Modern Army Recordkeeping System
NCR	National Capital Region
NLT	no later than
TRADOC	United States Army Training and Doctrine Command
USPS	United States Postal Service

FOR THE COMMANDER:

OFFICIAL: JAMES J. CRAVENS, JR.  
Major General, U.S. Army  
Chief of Staff

/S/  
GARY E. BUSHOVER  
Colonel, GS  
Deputy Chief of Staff  
For Information Management

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